

收入證明書  
Income Certificate

(適用於第四部份未能提供收入證明的受薪人士)  
(For salaried employed person who cannot provide income proof as listed in Part 4)

收入證明  
Income Certificate

茲證明\_\_\_\_\_ (香港身份證號碼\_\_\_\_\_) 乃本公司職員，職位是\_\_\_\_\_。在2018年4月1日至2019年3月31日期間(如不足十二個月，請刪除及填上實際受僱日期)，其薪金(包括津貼、僱員強積金供款、佣金、花紅、雙糧、假期工資等其他收入)的全年總和為港幣\_\_\_\_\_\*。

This is to certify that \_\_\_\_\_ (HKID Card No. \_\_\_\_\_) is employed by this company as \_\_\_\_\_ . His / Her total salary (including allowance, Mandatory Provident Fund contribution by employee, bonus, double pay, leave pay and other income) during the period from 1 April 2018 to 31 March 2019 (please amend and specify the exact employment period if it was less than 12 months) is \*HK\$ \_\_\_\_\_.

僱主簽名

僱主姓名

Signature of Employer : \_\_\_\_\_

Name of Employer : \_\_\_\_\_

公司蓋章

聯絡電話

Company Chop : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

公司地址

Company Address : \_\_\_\_\_

日期

Date : \_\_\_\_\_

(注意:本證明書必須是正本，並備有公司蓋章及僱主聯絡電話。如有塗改，請僱主在旁加簽。)

(Note: The original copy of this Certificate must bear the company chop and telephone number of the employer. Employer's initial is required against any amendment.)

\*如此職員支取薪金非港幣，請註明貨幣種類。

\* Please specify the currency if salary paid is not in Hong Kong dollars.

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